

## **New DHS forms library to launch June 5**

DHS Forms and Mail Management is excited to announce the new Web-based DHS forms library will become fully operational on DHS-Net on Tuesday, June 5, 2012. The library is an easily accessible collection of more than 1,300 forms that will be updated in real time when changes are approved. This will replace the previous process of DTMB Office Automation biweekly updates to servers.

**Form templates will no longer be available through MS Word and Excel when selecting File/New.** Users will instead be redirected to the Web-based library. Forms in the library may be directly accessed from the DHS-Net home page by selecting the “Tools” tab, then “Forms”, then “DHS Forms Library” (county employees will need to go two steps further and select “County Forms Library” and then their county). It is suggested that users add the site to their Internet Explorer “Favorites” to allow for quick future access.

The forms library contains Word and Excel templates organized by form number. A specific form may be found by using the search feature in the upper-right corner of the page, or by scrolling down. If the form number is unknown, the search feature can also search on words in the form title. To open a form, click on the form number in blue and a read-only document will open. To complete the form, save it using File/Save and select the file location of your choice.

Forms and Mail Management recommends users visit the forms library often to ensure the most current versions of forms are being used.